Civilian Arming Authorization Management System (CAAMS)

CAAMS
User Guide

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Introduction

- Civilian Arming Authorization Management System (CAAMS)
  - An automated, web-based solution
  - Processes the submission, review, approval, and compliance management of arming requests for contractors in Theater

- CAAMS is a resident application on the secure Joint Contingency and Expeditionary Services (JCXS) web-based platform

- Stakeholder
  - Armed Contractor Oversight Directorate (ACOD)
    - **MISSION:** To evaluate, provide legal review, and advise on Exception to Policy (ETP) arming requests for DoD contractors, and to track arming authorizations and Serious Incident Reports related to armed civilians and contractors.

CAAMS

Home ▾   Contractors ▾   Reports ▾   Processing ▾   Administration ▾   Log Off

Welcome to CAAMS - Civilian Arming Authorization Management System!
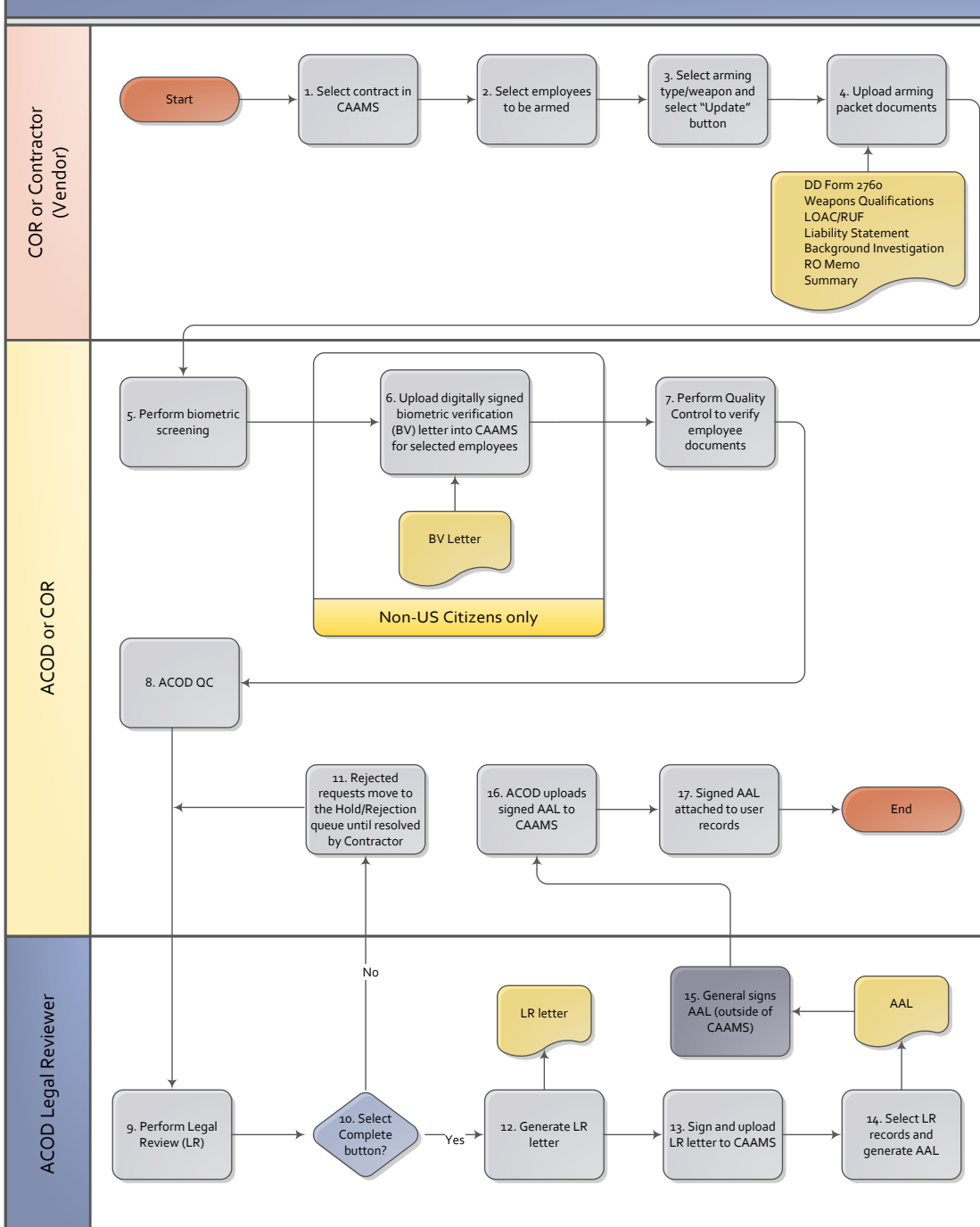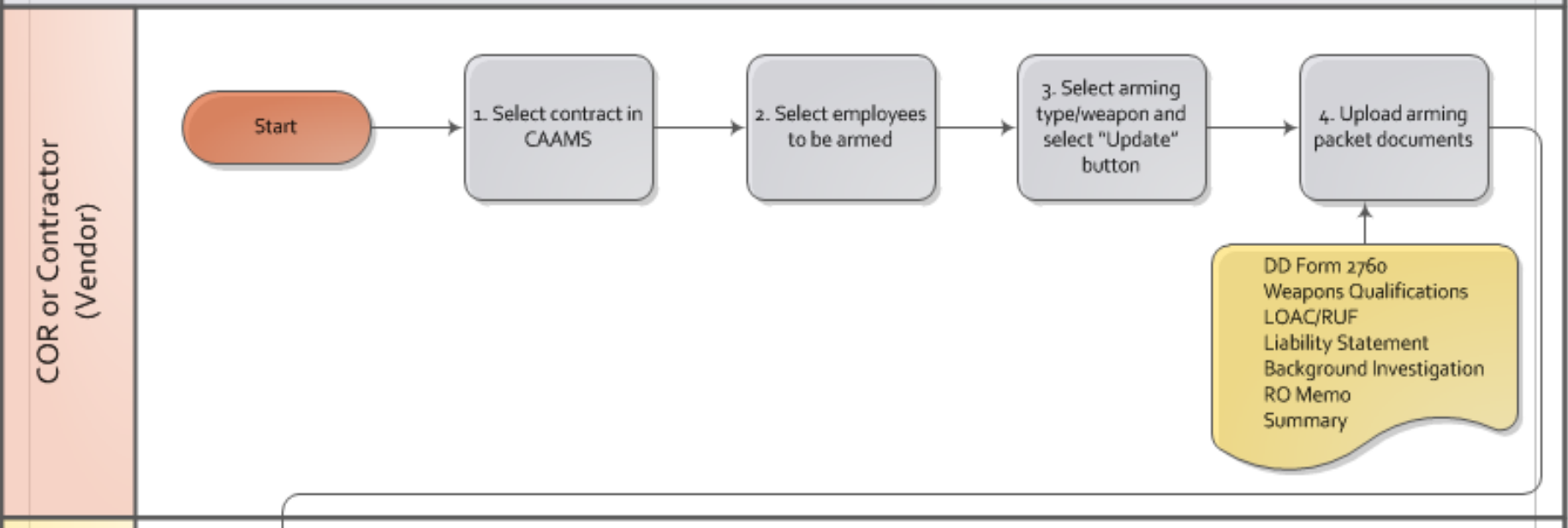
Functionalities and Benefits

Ensures authorization and issuance comply with USFOR-A FRAGO 16-143 Arming Procedures for DoD Contractors & C-JTSCC HCA Bulletin 14-01, Arming of Department of DoD Contractors and Subcontractors in Afghanistan

- Streamlined, Automated Arming Authorization Process
- Supports Post-Award phase of Contingency Acquisition Process
- Provides Metrics on Arming Census and Compliance
- Arming Roster Snapshot
- Enable External DoD Agencies Usage of Arming Data
- Increases Auditability and Accountability
- Supports Phase II and Phase III of the OCS Process

CAAMS User Guide

BUSINESS PROCESS MAP

# Civilian Arming Authorization Management Process using CAAMS Application

COR or Contractor (Vendor)

Start → 1. Select contract in CAAMS → 2. Select employees to be armed → 3. Select arming type/weapon and select "Update" button → 4. Upload arming packet documents

DD Form 2760
Weapons Qualifications
LOAC/RUF
Liability Statement
Background Investigation
RO Memo
Summary

ACOD or COR

5. Perform biometric screening → 6. Upload digitally signed biometric verification (BV) letter into CAAMS for selected employees → 7. Perform Quality Control to verify employee documents

BV Letter

Non-US Citizens only

8. ACOD QC

11. Rejected requests move to the Hold/Rejection queue until resolved by Contractor

16. ACOD uploads signed AAL to CAAMS → 17. Signed AAL attached to user records → End

ACOD Legal Reviewer

9. Perform Legal Review (LR) → 10. Select Complete button?

No → 11. Rejected requests move to the Hold/Rejection queue until resolved by Contractor

Yes → 12. Generate LR letter → 13. Sign and upload LR letter to CAAMS → 14. Select LR records and generate AAL → AAL → 15. General signs AAL (outside of CAAMS)

LR letter

AAL

Process Steps 1-4

Civilian Arming Authorization Management Process using CAAMS Application

COR or Contractor (Vendor)

Start → 1. Select contract in CAAMS → 2. Select employees to be armed → 3. Select arming type/weapon and select "Update" button → 4. Upload arming packet documents

DD Form 2760
Weapons Qualifications
LOAC/RUF
Liability Statement
Background Investigation
RO Memo
Summary

- New contractor employees are entered in CAAMS.

- The Contract Officer's Representative (COR) or Contractor uploads their arming packet documents.

- Selecting the security (arming) type and weapon initiates the arming request in CAAMS.

Process Steps 5-8
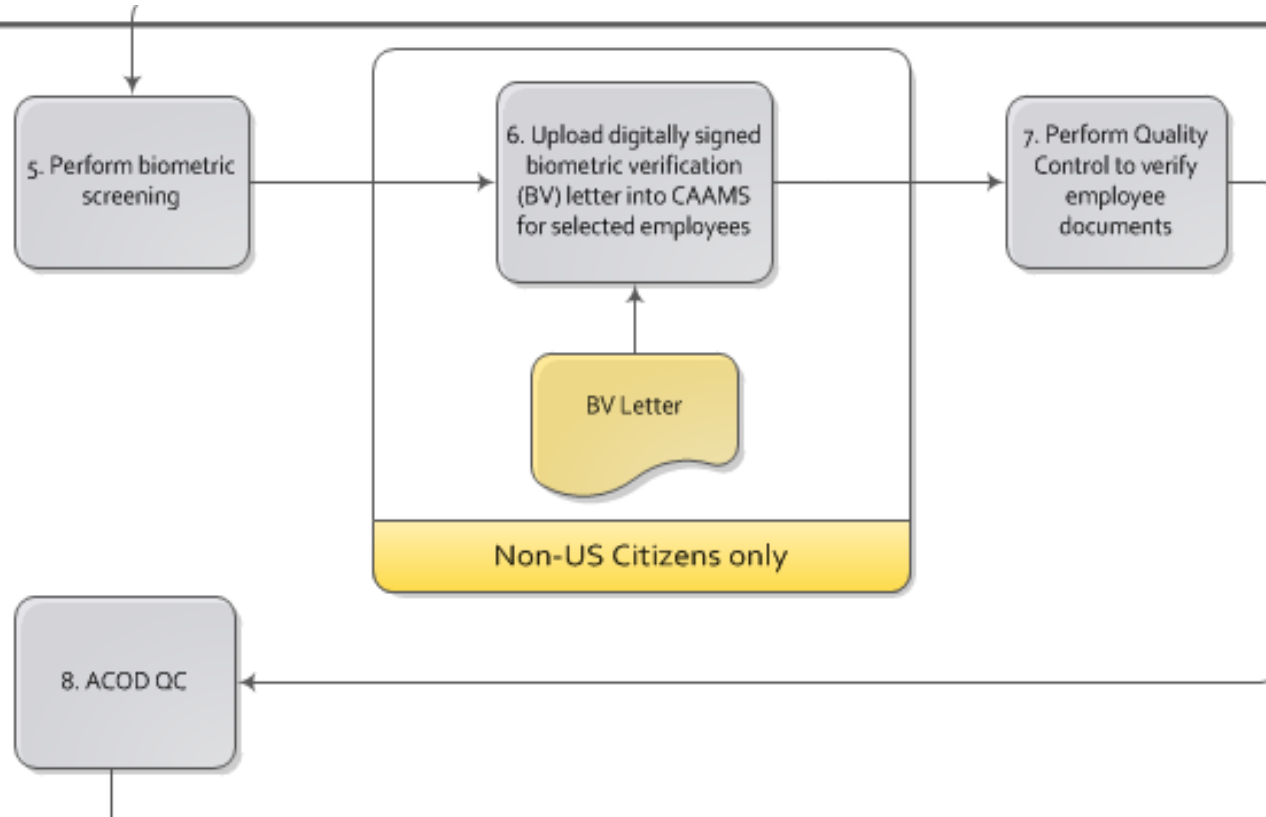
- ACOD or the COR reviews and approves individuals at each stage, to move them to the next stage in the process
  - Biometric Verification (BV)
  - Quality Control (QC) of documents

Process Steps 9-17
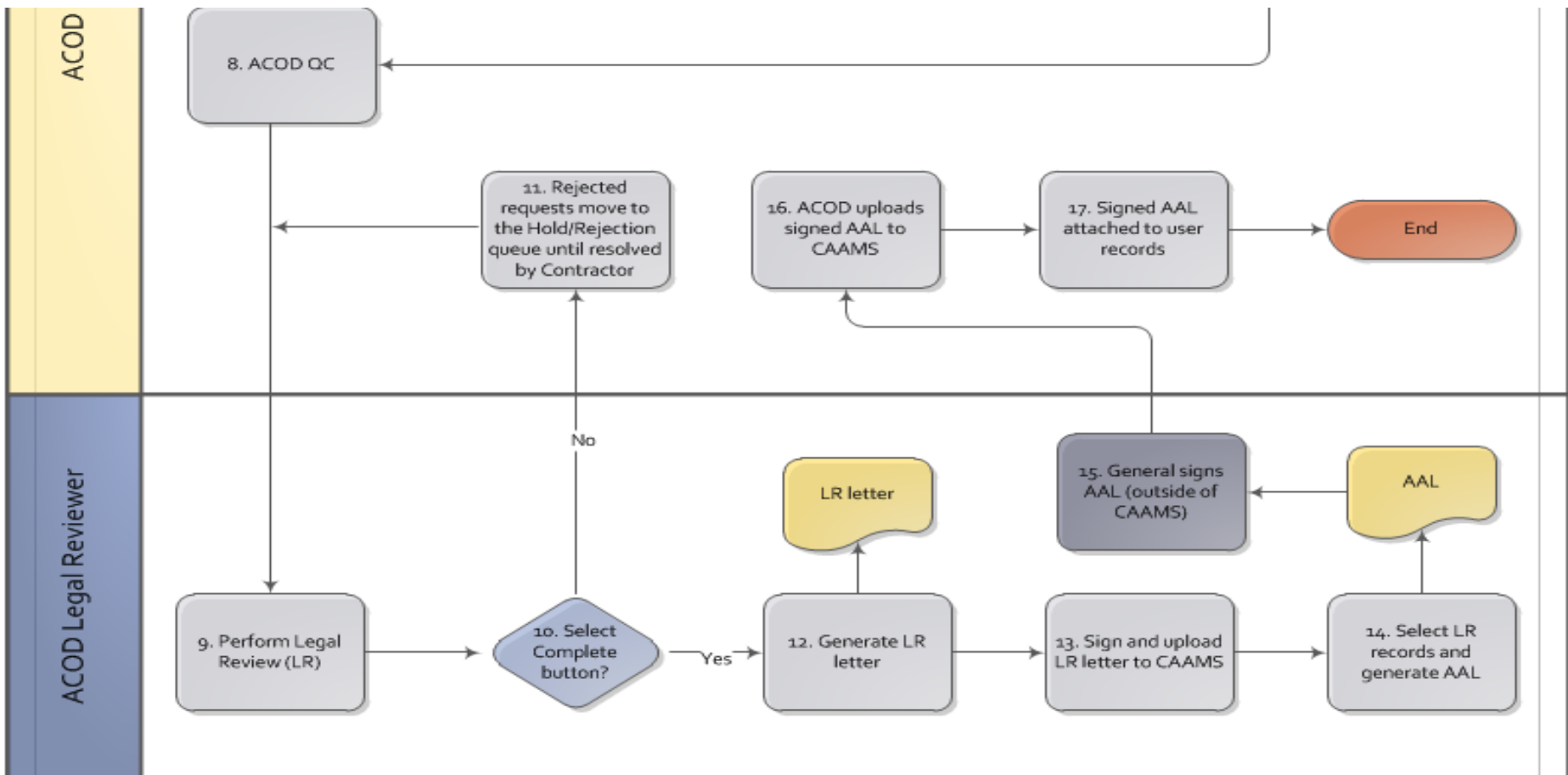
- Legal Review (LR) results in LR letter
- Arming Authorization Letter (AAL) is generated and signed by General, then uploaded into CAAMS by ACOD
- Signed AALs are attached to user records

CAAMS User Guide Menu

Requesting an Account

Vendor Guide

KO/COR Guide

CAAMS User Guide

REGISTERING IN JCXS

1. Government Users Login Button

1. Go to https://www.jccs.gov/jccscoe/ & Select the GOVT USERS LOGIN button

2. Register New Account

3. User Registration

3. Select the Register New User link

4. User Registration

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US

HOME | TRAINING | ABOUT JCXS | APPLICATIONS | SERVICES | FAQS | CONTACT US

VENDORS LOGIN

GOVT USERS LOGIN

User Registration

Personal Information

Username	Username
Service	Contractor
Rank	CTR
Password	••••••••••••••
Confirm Password	••••••••••••••
First Name	First
Middle Name	
Last Name	Last
Phone Number	5555555555
Fax Number	5555555555
E-mail	email@dla.mil
Rotation Date	

15 plus characters, at least 1 number, 1 (!,@,#,$,%,^,&,+,=), 1 lower and upper case letter.

Cancel   Next >

© 2014 JCXS/DLA   Privacy and Security Notice

Passwords must be at least 15 characters; at least 1 number and 1 special character ; 1 lower and 1 upper case letter

Rotation Date is mandatory for Service Members

Select Next to proceed to the next page

Helpdesk & Feedback

User Registration (cont)

User Registration

Please Answer All Security Questions

Question 1 | What city were you born in?
Answer | Washington

Question 2 | What street did you live on in third grade?
Answer | Washington

Question 3 | Where does your nearest sibling live?
Answer | Washington

Cancel | < Back | Next >

Create 3 security questions and answers, then select Next to proceed to the next page

User Registration (cont)

User Registration

Request Initial Assignment

LASTNAME,FIRST XXXXXXX

Certificate

Cancel   < Back   Next >

Select your DOD certificate and then select Next

User Registration (cont)

User Registration

Registration Review

Username	username
Service	Contractor
Rank	CTR
First Name	First
Middle Name	Middle
Last Name	Last
Phone Number	777-777-7777
Fax Number	
E-mail	first.last@mail.com
Rotation Date	11/01/2015
Initial Role Request	

I have read and consent to the terms for the following:

Notice of Consent	Yes ☑
Information System Rules of Behavior	Yes ☑

Cancel   < Back   **Register**

> After reading these documents, mark the Yes checkboxes and select the Register button

User Registration Submitted

Your account has been submitted for approval. Select "Yes, Request Application Roles" to continue.

Application Role Request

From the Application dropdown, select CAAMS

Application Role Request

Application Role Request

Application Role Request

- After submitting your role, submit a Helpdesk Ticket with the contract information you need access to;
  - Contract Number(s)
  - KO Name
  - KO Email

- Upon approval from the KO, you will have access to CAAMS and the requested contract information

CAAMS User Guide

REQUESTING AN ACCOUNT (ALTERNATE)

1. Government Users Login Button

1. Go to https://www.jccs.gov/jccscoe/ and select the GOVT USERS LOGIN button

2. Profile Manager

GFLSV
Launch
More Info & Request Access

JCXS-COE Administration
Launch
More Info & Request Access

2. Select the Profile Manager Launch button to request CAAMS role

JCXS Helpdesk Plus
Launch
More Info

JCIIAS
Launch
More Info

Profile Manager
Launch
More Info & Request Access

Starter Application
Launch
More Info & Request Access
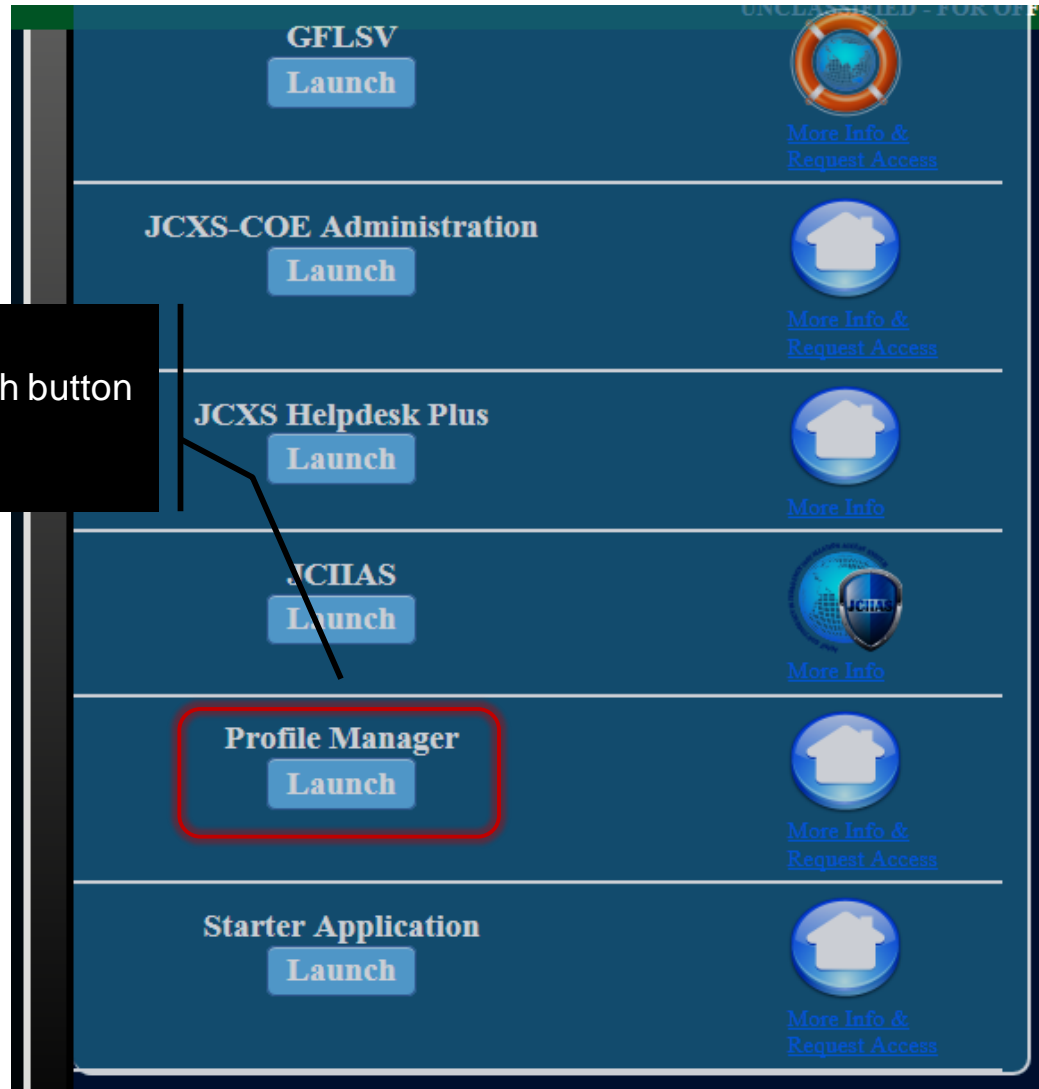
3. JCXS User Profile Manager

JCXS User Profile Manager

Home	Personal Information	Role Information	Security Information	Exit Profile Manager

JCXS User Profile - Home   Davis, Raquel CTR (raquel.davis)

Welcome to the JCXS User Profile Manager!

This application allows you to change portions of your user profile in order to keep them current.

3. Select Role Information to see current roles and to request new roles

4. Request Role

JCXS User Profile Manager

| Home | Personal Information | Role Information | Security Information | Exit Profile Manager |

JCXS User Profile -Roles

Davis, Raquel CTR

This page shows Approved Roles for Current Applications as well as Requests that are waiting for approval

Current Applications

CAAMS

Approved Roles

ACOD

Current Role Requests

GFLSV - BOS-I
GFLSV - OCS/PM
GFLSV - RA

Request Role

4. Select Request Role

5. Roles List

JCXS User Profile Manager

| Home | Personal Information | Role Information | Security Information | Exit Profile Manager |

JCXS User Profile -Roles   Davis, Raquel

5. Select CAAMS

Current Applications   Approved Roles   Current Role Requests

CAAMS   ACOD   Roles   X

                              CAAMS   ∨

                              Roles List

                              ACOD
                              ACOD Legal Review
                              Guest
                              KO/COR
                              MIL/DOD
                              Read-Only
                              RO
                              SuperUser

                              Ok

6. Make your selection from the Roles List

6. Role Request

JCXS User Profile Manager

| Home | Personal Information | Role Information | Security Information | Exit Profile Manager |

JCXS User Profile -Roles

Davis, Raquel CTR (raquel.davis) (7de7104c-e262-451a-9ad6-eeb1c121ca7a)

Current Applications

CAAMS

Approved Roles

ACOD

Current Role Requests

GFLSV - BOS-I
GFLSV - OCS/PM
GFLSV - RA
KO/COR

Request Role

7. Your request will show in the Current Role Requests que

7. Saving CAC Certificate

JCXS User Profile Manager

| Home | Personal Information | Role Information | Security Information | Exit Profile Manager |

JCXS User Profile -Roles

Davis, Raquel CTR (raquel.davis) (7de7104c-e262-451a-9ad6-eeb1c121ca7a)

7. Go to Security Information to sync your CAC to your JCXS account and CAAMS role

Current Role Requests

GFLSV - BOS-I
GFLSV - OCS/PM
GFLSV - RA
KO/COR

Request Role

Saving CAC Certificate

Change Password

Existing Password [   ]

New Password [   ]

Confirm Password [   ]

[Set New Password] [Cancel]

☐ Change Security Questions and Answers

Question 1   What city were you born in?   ⌄
Answer   ********

Question 2   What sch...   ⌄
Answer   ********

Question 3   ...
Answer   ********

[Save Security Answers]   [Cancel]

8. Verify the information in the Certificate box and select Save Certificate

Certificate

DAVIS.RAQUEL.M...................DOD CA-31

[Save Certificate]

- 9. Submit a new HelpDesk ticket with the following information:
    - your name and email address
    - your CAAMS role
    - the contract number to associate to your role
    - the name and email address of your KO and/or COR

- This information will be forwarded to ACOD for review; upon approval, the HelpDesk staff will associate the contract to your role; at that point in time you will have access to the contract data.

CAAMS User Guide

ACCESSING CAAMS

1. Government Users Login Button

1. Go to https://www.jccs.gov/jccscoe/ and select the GOVT USERS LOGIN button

3. Launch the Application

2. Launch your application

CAAMS User Guide

HOME MENU

Welcome to the Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the select column/row to view records requring action.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	1	0	0	0	0
00000000 Zero Test Contract	0	0	0	0	0	0	0

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded	AAL Uploaded

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CAAMS

Home ▾ Contractors ▾ Reports ▾

raquel.davis.ctr@dla.mil Log Off

Welcome to CAAMS!

CAAMS - the Civilian Arming Authorization Managemement System - is used to manage all armed, in-theater contractors. For more information, see the ABOUT page and the FAQ page. CAAMS is a continually-evolving system. For a quick overview of the new functionality, please review the the appropriate User Guide from the list below. **READ ALL ABOUT IT - see the Latest CAAMS Newsletter**

CAAMS Announcements:

The CAAMS PMO says "fare thee well" to the outgoing ACOD leader, CDR Martin, and the outgoing jack-of-all, LT Papagni. We wish you all the best. The CAAMS PMO is also pleased to say "hail and welcome" to the newest ACOD members; CDR Taylor and CDR Teale. We stand ready to assist you, to ensure a successful mission. :)

Contact information

Need to contact the CAAMS team? Use the following options:

Support in theater: usfora.acod.org@afghan.swa.army.mil
Technical support : For Technical issues, please submit via the HelpDesk & Feedback link on the bottom right of your screen.
Training support : If you would like to receive CAAMS training, or for any other CAAMS-related questions, please contact Raquel Davis.

CAAMS User Guides:

There are three different user guides, corresponding to the primary roles used in CAAMS:
- CAAMS Vendor User Guide - this guide is designed to help Vendors maximize their efficiency when using CAAMS
- CAAMS KO/COR User Guide - this guide details the responsibilities and workflow processes managed with the KO/COR role
- ACOD Staff User Guide - this guide is for ACOD staff/SuperUser, and outlines all of the available capabilities of CAAMS

CAAMS Document Library

The following PDF documents are provided to assist Vendors, KOs and CORs provide the appropriate information for each individual pursuing an Arming Request.

- 1. RO MEMO Armed Security Template
- 2. RO MEMO Self Defense Template
- 3. RO MEMO Renewal
- 4. Biometric Verification Letter
- 5. Rules of Force - Law of Armed Conflict Training
- 6. Acknowledgement of Training Form (Contractor)
- 7. Qualification to Possess Firearms or Ammunition (DD Form 2760)
- 8. SPOT LOA SAMPLE
- 9. Pistol Scorecard Example
- 10. Rifle Scorecard Examples
- 11. Background Check MEMO Template
- USFOR-A FRAGO 16-143 Arming Procedures for DoD Contractors
- FRAGO 16-143 - Summary of Key Changes

Helpdesk & Feedback

Important CAAMS Announcements will show here.

The New document Library feature on the site home page allows users to view all required documents for pursuing an Arming request

Home Menu: About

Home Menu: FAQ

FAQs have been categorized for easier navigation

Helpdesk & Feedback Ticket

Helpdesk & Feedback Ticket

Please use the box below to enter your comments or issue with JCCS applications.

Point of Contact

Name

Phone

Email

How can we help?

Issue

Description

Submit   Cancel

For helpdesk issues, complete the requested fields, include your username, and submit the ticket.

CAAMS User Guide

ADDING A NEW PERSON

Process Master List: Add Person

CAAMS

Home ▾   Contractors ▾   Reports ▾   Log Off
Add Person
Process Master List

Create a new Person record

Use the form below to create a new Person record.

* indicates required field

Last Name:	_____ *	First Name:	_____ *
Mid Name:	_____	Passport/Taskera/NIN:	_____ *
Nationality:	_____ ▾ *	Email:	_____
Contract:	_____ ▾ *	SPOT / DTS:	_____ *
Location:	_____ ▾ *	LOA-AW:	Yes ▾
Employer:	_____ ▾ *	DOD Civ:	No ▾ *
In Theater:	_____	Deploy Start:	_____ *
Deploy End:	_____ *		

Create

Helpdesk & Feedback

When adding a new person for submission, complete all fields and submit the person for arming.

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Process Master List: Duplicate Entries
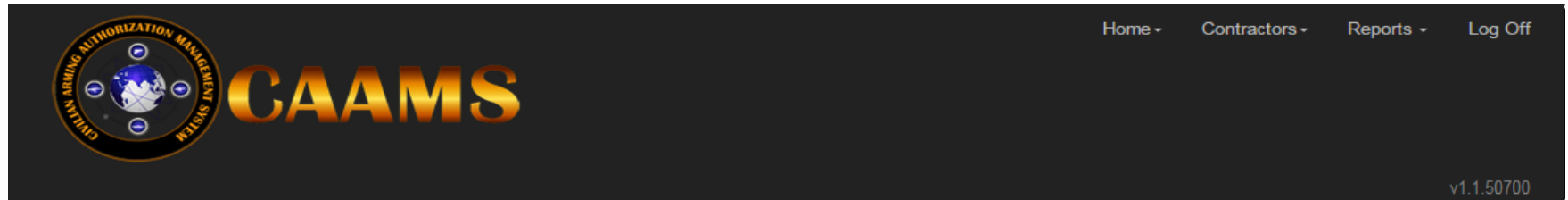
A person with the same name and Passport/Taskera/NIN has been found in the database.
Please copy/paste the following information into a email and send to ACOD () for review/further action.

First Name: Sean
Middle Name:
Last Name: Addison
Passport/Taskera/NIN: 12345
Citizenship: AFGHANISTAN
Contract: 002-ACOD-Training

If the information entered for a new record already exists in the system, you will be prompted to contact ACOD. If no match is found, the record is added to the database.

CAAMS User Guide

PROCESS MASTER LIST/CONTRACTORS MENU

Process Master List

CAAMS

raquel.davis.ctr@dla.mil

Home ▾ Contractors ▾ Reports ▾ Processing ▾ Administration ▾ Log Off

v1.1.50000

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 ▾ entries

Search:

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				1	1			
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security					1			
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security			1					
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26							
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security			33		7			1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense			17	2	1			
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	2		2							
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	1	Armed Security				1				

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Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show

10 ▼

entries

Search:

Contracting Office ▲	Contract Number ⬍	Company ⬍	# In Process ⬍	Security Type ⬍		Complete ⬍
			No data available in table			

Showing 0 to 0 of 0 entries

Previous   Next

Helpdesk & Feedback

If contracts do not appear, submit a helpdesk ticket, including the contract numbers needed. The Helpdesk team will be forward your request to ACOD for approval.

There are three main reasons why the Process master list may be empty

- There are no individuals who have been assigned to the contract. Once an individual has been added to a contract, the contract will appear in the Process Master List

- The contract has "expired" in CAAMS; the Contract End Date needs to be updated

- The user's role has not been associated with the contract number

Process Master List

CAAMS

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Home ▾   Contractors ▾   Reports ▾   Processing ▾   Administration ▾   Log Off

v1.1.50000

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 ∨ entries   Search:

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security								
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense								
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security								
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security								
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security								
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26							
Aberdeen(			41	Armed			33		7			1
Aberdeen(			20	Self Defense			17	2	1			
ACC/AMIC			2		2							
ACC/AMIC			1	Armed Security					1			

The Process Master List shows the various phases of the arming package lifecycle (New, Hold, BV, QC, ACOD QC, LR, AAL, & Complete)

Highlighted numbers in each step forwards you to a detailed screen, displaying the personnel's records included in that step.

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Process Master List Details

The Following table describes the data columns displayed on the screen	
Column Name	**Description**
#In-Process	**The number of arming requests entered in CAAMS per contract**
New	**The number of people added to CAAMS who have not started the arming authorization process and number of people undergoing AAL Renewal Process**
Hold	**Requests that have been put on hold by ACOD for further review or to return back to KO/COR**
BV	**The number of requests in the Biometric Verification stage of the authorization process**
QC	**The number of requests in the Quality Control stage of the authorization process**
ACOD QC	**The number of requests in the ACOD Quality Control stage of the authorization process**
LR	**The number of requests in the Legal Review stage of the authorization process**
AAL	**The number of AALs (Arming Authorization Letter) ready to be generated and sent to the Authorization Authority for signature**
Complete	**The number of requests that have finished all stages of the authorization process**

Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 ⌄ entries

Contracting Office ▲	Contract Number	Company	# In Process	Security Type	New			QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Afghan Union Transportation and Logistics (ATL)	1		1						
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1								
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				2			
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2	Self Defense		1	1				
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security				1			
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security		1					
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security		1					
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26						
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security		33		7			1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense		17	1	2			
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering	1		1						

1. Select the appropriate contract number and click on the highlighted number in the "In-Process" column.

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Process Master List (# In Process)

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Home ▾   Contractors ▾   Reports ▾   Log Off

v2.0.1.0

Master list of persons on this contract

Contract Number: 0123-TEST-CONTRACT-0123   **Agency:** DESC
Company Name: ACOD   **Company Phone:**
KO/COR Information: **KO** - Reno McCormick   **KO** - Raquel Davis
WARNING: Contract will expire in less than 30 days. Once expired, the contract will no longer be available.

Need to transfer a person to archives or a different contract? Renewal? Click HERE for instructions

Show [50 ▾] entries   Search: [   ]

	Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	AAL Number	AAL Expire	Armed	Confirmed	
edit	GELAN MAGAR	Beg	ID Needed	NEPAL		Yes	New			☐	1/1/2000	transfer
edit	SMITH					No	New			☐	1/1/2000	transfer
edit	SMITH					Yes	New			☐	1/1/2000	transfer
edit	THOMAS	William		L12M13	UNITED STATES	Yes	New			☐	1/1/2000	transfer

2. To update the records, click "Edit".

Showing 1 to 4 of 4 entries   First   Previous   [1]   Next   Last

Helpdesk & Feedback

Note: Edits to the personnel records can be done during the New, BV, Hold, or QC Queue.

...ment System | Powered by JCXS

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Process Master List

Name: ADDISON, Sean

Nationality: UNITED STATES

AAL Number:

Record Editor:

LOA / DTS: K6WG5P *

Passport/Taskera/NIN: 12345 *

NOTES: Enter notes here

[11/16/2015 - raquel.davis.ctr@dla.mil]

Save Changes

Deploy Start Date: 12/18/2014 *

The arming process doesn't begin until the Security Type (Self Defense/Armed Security) is selected.

3. Select a Security Type

Security Type / Weapons Editor - >Select a Security Type:

○ Self Defense   ○ Armed Security

☐ Standard Pistol (9mm NATO)   Quals. Expire: ____ *

☐ Standard AK-47 (7.62x39mm)   Quals. Expire: ____ *

☐ Standard Rifle (5.56 NATO)   Quals. Expire: ____ *

☐ Non-Standard (crew served or other)   Quals. Expire: ____ *

☐ Other   Quals. Expire: ____ *

Update

4. Add Weapon Type and enter Quals. Expiration Date. Click "Update".

Documents:

Type	▲ Document	⬍ UpdateDate	⬍ Updated By
		No data ava	

Close

Note: After editing these sections, "**Save Changes**" and/or "**Update**" must be clicked; if not, the information entered and selected will NOT be saved.

Process Master List

| Name: ADDISON, Sean | Security Type: | AAL Number: |
| Nationality: UNITED STATES | Status: New | AAL Expiration: |

Record Editor: * indicates required field

LOA / DTS: K6WG5P *   Bio GUID:

Passport/Taskera/NIN: 12345 *   Location: BAGRAM AIRFIELD (BAF) ⌄

NOTES: Enter notes here   Deploy Start Date: 12/18/2014 *

[11/16/2015 - raquel.davis.ctr@dla.mil]   Deploy End Date: 12/31/2015 *

Save Changes

Security Type / Weapons Editor - >Select a Security Type:

○ Self Defense   ○ Armed Security

☐ Standard Pistol (9mm NATO)   Quals. Expire: *
☐ Standard AK-47 (7.62x39mm)   Quals. Expire: *
☐ Standard Rifle (5.56 NATO)   Quals. Expire: *
☐ Non-Standard (crew served or other)   Quals. Expire: *
☐ Other   Quals. Expire: *

Update

Documents: Add
| Type ▲ | Document | UpdateDate | Updated By | Verified Date | LR Verified | |
| No data available in table |

Close

> 5. To upload a document, click "Add".

55

Process Master List

6. Select the file type.

Select the file type: ACK of Training & Liability

ACK of Training & Liability
Arming Authorization Letter
Background Investigation Summary
Biometric Verification Letter
Complete Arming Packet
Contract File
DD Form 2760
Legal Review Letter
LOA/DTS Orders
Non-Standard Weapon Qualification
Other
Other Weapon Qualification
Pistol Qualification
Rifle Qualification
RO Delegation Memo
RO Memo
RUF/LOAC

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only file types accepted are to pdf, xls/xlsx and jpg.

Close

Select the file type: ACK of Training & Liability

Select the file: Browse...

Upload

7. Select the document to upload and click "Upload".

Document Deletion

Weapon	Qual Exp	Other	Serial Num	Source

Record Editor:

Passport

Needed ⌄

btes here

notes displayed here

Save Changes

8. To view an uploaded document, click the file name listed in the "Document" column.

Documents: Add

Type	Document ▲	UpdateDate	Updated By	Verified Date	LR Verified	
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			☐	Delete
2. Biometric Verification Letter	FloresWeaponQual.pdf	12/23/2014			☐	Delete
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			☐	Delete
2. Biometric Verification Letter	NiewadomskiWeaponQual.pdf	12/23/2014			☐	Delete

Close

Note: Vendors are now able to add or edit the GUID and Passport/Taskera Number fields after submission to the BV or COR QC stage.

9. To Delete an uploaded document, go to the specified document and click "Delete".

Qualification Deletion

Arming and Security type information

Close

Last Name	Jones		Nationality: ██████████		DOD Civilian: No
First Name	Mary		LOA-AW: Yes		Security Type: Self Defense

Add a Weapon

Weapon	Qual Exp	Other	Serial Num	Source	
Standard Pistol (9mm NATO)	12/31/2015				Update Qual. | Delete
Standard Rifle (5.56 NATO)	12/31/2015				Update Qual. | Delete

> 10. To delete an uploaded Qual, click "Delete" in the file row corresponding to the desired deleted Weapon Qualification.

Record Editor:

Passport/Taskera/NIN:	123456	LOA / DTS: 123456	EDIPI:
Bio GUID:	123456	Location: ██████████	Update

Documents: Add

Type	Document	UpdateDate	
LOA/DTS Orders	LOA.pdf	1/26/2015	Delete
RUF/LOAC	RULES - LOAC.pdf	1/26/2015	Delete
DD Form 2760	DD FORM 2760.pdf	1/26/2015	Delete
Pistol Qualification	PISTOL QUAL.pdf	1/26/2015	Delete
Rifle Qualification	RIFLE QUAL.pdf	1/26/2015	Delete
ACK of Training & Liability	ACKNOWLEDGMENT MEMO.pdf	1/27/2015	Delete
Background Investigation Summary	VERIFICATION LETTER.pdf	2/3/2015	Delete
RO Memo	RO MEMO.pdf	2/3/2015	Delete

Close

Qualification Deletion

11. Click "Delete".

Arming and Security t

Close

Name: HEA

Nationality: UNI

AAL Number:

AAL Expiration:

Add a Weapon

Weapon			Source

---

https://jccs.bta.mil/ - Delete Document - Internet Explorer

Delete Document

To delete this document, click the "Delete button at the bottom of t
WARNING: once deleted, this document cannot be retri

Document 2. Biometric Verific
Type Letter

Document NiewadomskiLOA.pdf
Name

Delete

Close

Helpdesk & Feedback

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Record Editor:

LOA / DTS:

Passport/Taskera/NIN:

EDIPI:

NOTES:

Enter notes here

Existing notes displayed here

Save Changes

Documents:						Add		
Type	▲ **Document**	**UpdateDate**	**Updated By**	**Verified Date**	**LR Verified**			
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			☐		Delete	
2. Biometric Verification Letter	FloresWeaponQual.pdf	12/23/2014			☐		Delete	
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			☐		Delete	

🔍 100% ▼

Qualification Update

Arming and Security type information

Close

Last Name	Jones			Nationality: ■■■■■■		DOD Civilian: No	
First Name	Mary			LOA-AW: Yes		Security Type: Self Defense	

Add a Weapon

Weapon	Qual Exp	Other	Serial Num	Source	
Standard Pistol (9mm NATO)	12/31/2015				Update Qual.	Delete
Standard Rifle (5.56 NATO)	12/31/2015				Update Qual.	Delete

Record Editor:

Passport/Taskera/NIN: 123456

LOA / DTS: 123456

Bio GUID: 123456

Location: ■■■■■■

> 12. To update a qual., click "Update Qual." in the file row.

Documents: Add

Type	Document	UpdateDate	
LOA/DTS Orders	LOA.pdf	1/26/2015	Delete
RUF/LOAC	RULES - LOAC.pdf	1/26/2015	Delete
DD Form 2760	DD FORM 2760.pdf	1/26/2015	Delete
Pistol Qualification	PISTOL QUAL.pdf	1/26/2015	Delete
Rifle Qualification	RIFLE QUAL.pdf	1/26/2015	Delete
ACK of Training & Liability	ACKNOWLEDGMENT MEMO.pdf	1/27/2015	Delete
Background Investigation Summary	VERIFICATION LETTER.pdf	2/3/2015	Delete
RO Memo	RO MEMO.pdf	2/3/2015	Delete

Close

Qualification Update

Arming and Security type information

Close

Nationality: ████████   DOD Civilian: No

LOA-AW: Yes   Security Type: Self Defense

13. Enter the requested Qualification Expiration data and click "Update".

Update Qualification Expiration - Windows Internet Explorer

https://www.jccs.gov/CAAMS/PersonWeapon/UpdateQual/8345

Update Qualification Expiration

Use this form to update the Qualification Expiration date for the selected Person/Weapon record.

Record Editor:

Passport/Taskera/NIN: ████████

Bio GUID:

Weapon Type: Standard Pistol (9mm NATO)

Serial Number:

Qualification Expiration: 12/31/2015 *

EDIPI:

Update

Documents:

Add

Type		UpdateDate	
LOA/DTS Orders		1/26/2015	Delete
RUF/LOAC		1/26/2015	Delete
DD Form 2760		1/26/2015	Delete
Pistol Qualification	PISTOL QUAL.pdf	1/26/2015	Delete
Rifle Qualification	RIFLE QUAL.pdf	1/26/2015	Delete
ACK of Training & Liability	ACKNOWLEDGMENT MEMO.pdf	1/27/2015	Delete
Background Investigation Summary	VERIFICATION LETTER.pdf	2/3/2015	Delete
RO Memo	RO MEMO.pdf	2/3/2015	Delete

Update

Back to List

Internet | Protected Mode: On   100%

Close

Vendor Training Complete

Menu

CAAMS User Guide

ROLE-BASED DASHBOARD

Role-Based Dashboard

Navigate to the Dashboard from the Contractors dropdown menu; the static number will show how many items need updating

1. Select hyperlink

Role-Based Dashboard

This is the list of individuals with an expired Weapons Qualification date.

Use the edit link for each record to access/update the record.

Close

Search:

	Contract Number	Last Name	First Name	Security Type	LOA	Arm Status	Deploy End Date	AAL Number	AAL Expiration	Armed	Confirmed Date
edit	FA8620-11-G-4020-0134	Andree	Gar...	...	52BXE0	...	12/31/2016			☐	1/1/2000
edit	FA8620-11-G-4020-0134	Carr	T...							☐	1/1/2000
edit	FA8620-11-G-4020-0134	JOHNSON						AAL-16/1279	6/1/2017	☐	6/10/2016
edit	FA8620-11-G-4020-0134	Jones	David	Armed Security	P16Q17	Complete	12/31/2016			☐	1/1/2000
edit	FA8620-11-G-4020-0134	Manning	Bobby	Armed Security	9PTA66	Complete	7/31/2015	12345	9/14/2016	☐	9/14/2015
edit	FA8620-11-G-4020-0134	Watson	Brian	Self Defense	J29WBP	Complete	7/31/2015	AAL-16/1253	1/5/2017	☐	1/5/2016

2. Select Edit

Showing 1 to 6 of 6 entries

Helpdesk & Feedback

Role-Based Dashboard

Arming and Security type information

Close

Name: MANNING, Bobby		Security Type: Armed Security	AAL Number: 12345
Nationality: UNITED STATES		Status: Complete	AAL Expiration: 9/14/2016

Add a Weapon

Weapon	Qual Exp	Other	Serial Num	Source	
Standard Pistol (9mm NATO)	7/31/2015				Update Qual.	Delete

Record Editor:

LOA: 9PTA66 *

Passport/Taskera/NIN: 123456 *

NOTES: Enter notes here

[3/16/2016 - raquel.davis.ctr@dla.mil]
[7/5/2016 - raquel.davis.ctr@dla.mil]

...HAR AIRFIELD (KAF) ▼

...2014 *

Deploy End Date (from LOA): 07/31/2017 *

Save Changes

> 3. Select Update Qual. To update the expired date

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Role-Based Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring [...] u to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. Click on the Contract Number to view the regular [...] n/row to view records requiring action.

00000000 Zero Test Contract	0	0	0		0	0	0
AID-306-C-14-00007	0	0	0	0	2	0	0
FA8620-11-G-4020-0134	0	0	5	1	44	4	2
FA8903 08 D 8766 0202	0	0	0	0	0	0	1

> The number in the dashboard column has been updated from 6 to 5 after making the necessary changes

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
FA8620-11-G-4020-0134								**COMPLETE** Bobby Manning

> Bobby Manning's status has been updated and displayed in the records table

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded

Role-Based Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the select column/row to view records requring action.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	1	0	0	0	0
00000000 Zero Test Contract	0	0	0	0	0	0	0

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
FA8620-11-G-4020-0134	NEW / RENEW CAAMS Newbee							COMPLETE Bobby Manning

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded	AAL Uploaded

CAAMS User Guide

PERFORMING THE BV AND QUALITY CONTROL

Biometric Verification

CAAMS

CAAMS Process

Show 50 ▼ entries

Search:

1. Identify desired contract number.

2. Click the highlighted number in the BV column.

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				1	1			
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense			1					
Aberdeen APG			1	Armed Security					1			
Aberdeen APG			1	Armed Security			1					
Aberdeen APG			1	Armed Security			1					
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26							
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security			33		7			1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense			17	2	1			
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	2		2							
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	1	Armed Security			1					

Biometric Verification

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only file

Close

Select the file type: ACK of Training & Liability ▼
Select the file:

| ACK of Training & Liability | Browse... |
| Arming Authorization Letter |
| Arming Revocation Letter |
| Background Investigation Summary |
| **Biometric Verification Letter** |
| Complete Arming Packet |
| Contract File |
| DD Form 2760 |
| Legal Review Letter |
| LOA/DTS Orders |
| Non-Standard Weapon Qualification |
| Other |
| Other Weapon Qualification |
| Pistol Qualification |
| Rifle Qualification |
| RO Delegation Memo |
| RO Memo |

4. Attach the BV Letter

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only

Close

Select the file type: Biometric Verification Letter ▼
Select the file: _____ Browse...

Upload

Copyright DL.

5. Select BV Letter and click "Upload".

Quality Control

- When processing a new person into CAAMS, the KO/COR should perform quality control (QC) by
  - Ensuring data entered into CAAMS matches values supplied from documentation
    - Contract information
    - Arming information
    - LOA number
    - Passport/Taskera/National Identity Number
    - Deployment Start/End dates
  - Ensuring all necessary supporting documentation is uploaded and verified

Quality Control (QC) from Process Mater List

CAAMS Process Master List

CAAMS Process Master list, filtered by Contracting Office, Contract Number, and Security Type.

Search: [_____] Export to Excel

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	30	Armed Security		6	22	2				
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1				
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Sierra Nevada Corp.	1	Self Defense				1				
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd	1	nse				1				
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.		Self Defense			13	1				
772nd Enterprise Sourcing Squadron	N00168-16-0916-0006			Self Defense				1				
Rock Island(W52P1J)	W52P1J-11-C-0058			Armed Security			1		2			1
Rock Island(W52P1J)	W52P1J-11-C-0058				1							
Rock Island(W52P1J)	W52P1J-11-C-0058				1							
Aeronautical Systems Center	FA8620-11-G-4020-01				1							
RCC Phoenix	00000 Afghan Archive	Sterling Operations, Inc.	1		1							
RCC Phoenix	00000 Afghan Archive	Engility Corporation	1		1							
RCC Phoenix	00000 Afghan Archive	Sierra Nevada Corp.	2		2							

1. Select a number from the QC column

Quality Control (QC)

List of Persons ready for Quality Control

Click on the QC link to perform the Quality Control tasks; click the edit link to revise the individual's records. Marking the individual's record as "QC Complete" from the QC screen will move that individual forward in the arming authorization process, to the ACOD QC queue.

Close

Contract Number: FA8620-11-G-4020-0134	**Agency:** Aeronautical Systems Center
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)	**Company Phone:**
KO/COR Information: KO - Raquel Davis **COR** - Rosalyn Washington-COR **COR** - Dave Dennis **RO -** Thomas Thompson	
Review/Update Contract	

Search: [   ]   Export to Excel

Last Name	First Name	Passport/Taskera/NIN	Biometric GUID	Record Notes	AAL Number	AAL Expiration	QC	
BOWMAN	Thomas	DE12345		[6/8/2016 - carl.e.sullivan4.ctr@mail.mil] Notes added [6/8/2016 - carl.e.sullivan4.ctr@mail.mil] | [6/8/2016 - carl.e.sullivan4.ctr@mail.mil]			QC	edit
BOYER	JORDAN						QC	edit
THOMAS	Danny						QC	edit

Showing 1 to 3 of 3 entries

2. Select the QC link for an individual

Copyri   et Adobe Reader

Helpdesk & Feedback

Quality Control (QC)

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents ... QC.

Close

Contract Number: FA8620-11-G-4020-0134	Systems Center
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)	
KO/COR Information: KO - Raquel Davis **COR** - Rosalyn Washington-COR **COR** -	
Review/Update Contract	

Last Name: Bowman	**Passport/Taskera/NIN:** DE12345
First Name: Thomas	**LOA:** FV3E32
Contract Number: FA8620-11-G-4020-0134	**GUID:**

3. Read each document to make sure all information is correct for the individual

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		☐
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		☐
03. RO Memo Renewal	CAAMS User Process_v5.pdf		☐
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		☐
11. Background Check	CAAMS Initial Tests Scripts.pdf		☐
14. Other	CAAMS User Process_v5.pdf		

Add Document

QC Complete

If a document is missing, select "Add Document" to make easy additions

Helpdesk & Feedback

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Quality Control (QC) Complete

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents have been verified, click the QC Complete button to s

Close

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: **KO** - Raquel Davis **COR** - Rosalyn Washington-COR **COR** - Dave Dennis **RO** - Thomas Thompson
Review/Update Contract

Last Name: Bowman		Passport/Taskera/NIN: DE12345
First Name: Thomas		LOA: FV3E32
Contract Number: FA8620-11-G-4020-0134		GUID:

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		☑
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		☑
03. RO Memo Renewal	CAAMS User Process_v5.pdf		☑
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		☑
11. Background Check	CAAMS Initial Tests Scripts.pdf		☑
14. Other	CAAMS User Process_v5.pdf		☑

Add Document

QC Complete

Helpdesk & Feedback

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4. Check the "QC Verified" boxes as you read documents

5. Once all documents have been "QC'd", select the **QC Complete** button

Quality Control (QC) Complete

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents have been verified, click the QC Complete button to submit the completed QC verification to ACOD QC.

Close

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: KO - Raquel Davis   **COR** - Rosalyn Washington-COR   **COR**
Review/Update Contract

Agency: Aeronautical Systems Center
Company Phone:

Update status to QC Approved?

OK   Cancel

Last Name: Bowman
First Name: Thomas
Contract Number: FA8620-11-G-4020-0134

Passport/Taskera/NIN: DE12345
LOA: FV3E32
GUID:

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		☑
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		☑
03. RO Memo Renewal	CAAMS User Process_v5.pdf		☑
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		☑
11. Background Check	CAAMS Initial Tests Scripts.pdf		☑
14. Other	CAAMS User Process_v5.pdf		☑

Add Document

QC Complete

Helpdesk & Feedback

Quality Control (QC)

List of Persons ready for Quality Control

Click on the QC link to perform the Quality Control tasks; click the edit link to revise the individual's records. Marking the individual's record as "QC Complete" from the QC screen will move that individual forward in the arming authorization queue.

Close

Contract Number: FA8620-11-G-4020-0134	**Agency:** Aeronautical Systems Cent
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)	**Company Phone:**
KO/COR Information: KO - Raquel Davis **COR** - Rosalyn Washington-COR **COR** - Dave Dennis **RO** - Thomas Thompson	
Review/Update Contract	

Search: _____   Export to Excel

Last Name	First Name	Passport/Taskera/NIN	Biometric GUID	Record Notes	AAL Number	Expiration	QC	
BOYER	JORDAN						QC	edit
THOMAS	Danny						QC	edit

Showing 1 to 2 of 2 entries

Notice there is one less individual on the QC page

CAAMS Process Master List

CAAMS Process Master list, filtered by Contracting Office, Contract Number, and Security Type.

Search: _____   Export to Excel

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1				
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	30	Armed Security			6	22	1	1		
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Sierra Nevada Corp.	1	Self Defense				1				
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd	1	Self Defense				1				
Aeronautical Syst				efense				13	1			
772nd Enterpris				Self Defense				1				
Rock Island(W5					1		1					
Rock Island(W5					1		1					
Aeronautical Sy					1		1					
RCC Phoenix					1		1					

Notice the individual has been moved to ACOD QC queue on the Process Master List

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CAAMS User Guide

TRANSFERRING CONTRACTS

Transferring Contractors

- KO/CORs are able to manage their contracts by transferring one contractor to another contract

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 ☑ entries   Search: [   ]

Contracti...			# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Departmen			1		1							
Departmen			3		3							
Departmen			1	Armed Security								1
Department of Defense	AAA-1111-2222-3333-4444	Black...	2	Self Defense					1			1
Department of Defense	AAA-1111-2222-3333-4444	AAA Web Development Co...	7	Self Defense			1	1	3			1
DESC	0123-TEST-CONTRACT-0123	101 Global Solutions LTD (101 Global Solutions ...)	1		1							
DESC	0123-TEST-CONTRACT-0123	ACOD	1		1							
DESC	0123-TEST-CONTRACT-0123	AAA Web Development Company	1	Armed Security					1			

1. Select a contract from the #In Process column

Showing 1 to 8 of 8 entries   Previous 1 Next

Helpdesk & Feedback

Transferring Contractors

Master list of persons on this contract

Contract Number: W52P1J-11-C-0058   **Agency:** Rock Island(W52P1J)
Company Name: SOS International Ltd (SOS International Ltd)   **Company Phone:**
   KO/COR KO - Raquel Davis **KO** - Raquel Davis **KO** - Raquel Davis **COR** - PREDEEN AIYELAWO **COR** - PREDEEN AIYELAWO **COR** - PREDEEN AIYELAWO **RO** - Kenneth
Information: Williams, Jr.

*Need to transfer a person to archives or a different contract? Renewal? Click **HERE** for instructions*

Show [50 ▾] entries   Search: [   ]

	Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	AAL Number	AAL Expire	Armed	Confirmed	
edit	DAVIS	m		54365436	ARMENIA	Yes	New			☐	1/1/2000	transfer
edit	DILLON	Bransen	Armed Security	7IDCT2	UNITED STATES	Yes	AAL			☐	1/1/2000	transfer
edit	GARDENHIRE	Caryn	Armed Security	N1524J	UNITED STATES	Yes	ACOD QC			☐	1/1/2000	transfer
edit	GILB	Antonio	Armed Security	RK519R	UNITED STATES	Yes	ACOD QC			☐	5	transfer
edit	HOWARD	Steven		2T6AZ3	UNITED STATES	Yes	New				/2000	transfer
edit	KARGAR	PAMIR	Armed Security	D523SJ	UNITED STATES	Yes						transfer

Showing 1 to 6 of 6 entries   Last

Feedback

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2. Select the individual to Transfer

Transferring Contractors

CAAMS

raquel.davis.ctr@dla.mil

Home ▾   Contractors ▾   Reports ▾   Log Off

Transfer Individual to another contract

Close

PLEASE NOTE: When an individual is moved from one contract to another, the following items will deleted from this record:

- The existing SPOT/DTS(LOA) will be changed to "ID NEEDED"
- The existing Deployment Start and End dates will be removed
- The existing AAL Number and Expiration date will be removed
- The existing Weapons Qualification information will be removed
- The existing Security Type will be removed
- The most recent version of each document type uploaded will be available
- The existing status will be set to "New"

To transfer this individual to another contract, select the new contract from the dropdown list below, and click the TRANSFER button. **NOTE: this action is irreversible**

Name: SMITH, Johnn

Current Contract: 0123-TEST-CONTRACT-0123

Transfer To: AID-306-C-14-00007 ▾

[Transfer Record]

NOTE: Individuals will lose records associated with their current contract after transfer. Transfers are an **irreversible** action

3. Select the new contract to transfer the individual to. Click Transfer Record

Transferring Contractors

Transfer Individual to another contract

Close

The record has been successfully updated

Transferring Contractors

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 entries   Search:

Contracting Office ▲	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Department of Defense	AAA-1111-2222-3333-4444	Blackbird Technologies	1		1							
Department of Defense	AAA-1111-2222-3333-4444	AAA Web Development Company	3									
Department of Defense	AAA-1111-2222-3333-4444	Columbia Helicopters Inc.	1									1
Department of Defense	AAA-1111-2222-3333-4444	Blackbird Technologies	2									1
Department of Defense	AAA-1111-2222-3333-4444	AAA Web Development Company	7	Self Defen...			1	1	3			1
DESC	0123-TEST-CONTRACT-0123	101 Global Solutions LTD (101 Global Solutions LTD)	1									
DESC	0123-TEST-CONTRACT-0123	ACOD	2		2							
DESC	0123-TEST-CONTRACT-0123	AAA Web Development Company	1	Armed Security					1			

Showing 1 to 8 of 8 entries   Previous 1 Next

4. The individual is now in NEW status under the new contract

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Bulk Transfer

Bulk Transfer

raquel.davis.ctr@dla.mil

v2.1.5

Check the boxes for those individuals to be transferred; select the new contract, and click the Transfer button.

Current Contract: FA8620-11-G-4020-0134

Transfer To: [dropdown]

☐ Check/Uncheck All   **Transfer**

Close

	Last Name	First Name
☑	ANDREE	Gary
☑	BALFOUR	Ian
☑	BENTON	Edward
☑	BLACKBURN	DAVID
☐	BOWMAN	Thomas
☐	BOYER	JORD...
☐	BROWN	GREGG
☑	BUCHANAN	Melan...

2. Check all individuals needing to be transferred

Bulk Transfer

raquel.davis.ctr@dla.mil

v2.1.5

Check the boxes for those individuals to be transferred; select the new contract,

Current Contract: FA8620-11-G-4020-0134

Transfer To:

- 00000 Afghan Archive
- 00000 Revocation
- 00000 WATCHLIST
- 00000000 Zero Test Contract
- 001-ACOD-Training
- 002A ACOD Training
- 0123-RENO-DAVE-TEST-0000
- 0123-TEST-CONTRACT-0123
- 08-D-0001-NONE
- 12345678

Close

☐ Check/Uncheck All   **Transfer**

	t Name	First Name
	REE	Gary
☑	BALFOUR	Ian
☑	BENTON	Edward
☑	BLACKBURN	DAVID
☐	BOWMAN	Thomas
☐	BOYER	JORDAN
☐	BROWN	GREGORY
☑	BUCHANAN	Melanie

> 3. Select contract from the Transfer To dropdown

> 4. Click the Transfer button to complete action

CAAMS User Guide

ARMING CONFIRMATION

Arming Confirmation

For compliance reasons, once a contractor's AAL is signed and uploaded, it is the KO/COR's responsibility to confirm that the contractor is armed or not

Need to transfer

Show 50 ∨ entries

Search: [   ]

	Last Name	First Name				atus	AAL Number	AAL Expire	Armed	Confirmed	
edit	DOE	John				ew			☐	1/1/2000	transfer
edit	DOE	James							☐	1/1/2000	transfer
edit	GELANG MAGAR	Beg	Self Defense	YHU953	NEPAL	Yes	ACOD QC		☐	1/1/2000	transfer
edit	SMITH	Sam	Self Defense	UFLINT	UNITED STATES	Yes	Complete	16/1398	3/1/2017	☐	1/1/2000	transfer
edit	SMITH	Johnn							☐	1/1/2000	transfer
edit	THOMAS	William							☐	1/1/2000	transfer

Showing 1 to 6 of 6 entries

First   Previous   1   Next   Last

Helpdesk & Feedback

1. Select the checkbox in the Armed column

2. Click the Confirmed button

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Arming Confirmation

Note: KO/CORs must confirmed armed contractors monthly by completing this task.

Need to transfer a person to archives or a different contract? Renewal? Click HERE for instructions

Show 50 entries   Search:

	Last Nam					AAL Number	AAL Expire	Armed	Confirmed	
edit	DOE							☐	1/1/2000	transfer
edit	DOE			STATES				☐	1/1/2000	transfer
edit	GELANG MAGAR	Beg	Self Defense	YHU953	NEPAL	Yes	ACOD QC	☐	1/1/2000	transfer
edit	SMITH	Sam	Self Defense	UFLINT	UNITED STATES	Yes	Complete	16/1398	3/1/2017	☑	3/9/2016	transfer
edit	SMITH	Johnn		E89587C	AFGHANISTAN	Yes	New			☐	1/1/2000	transfer
								☐	1/1/2000	transfer

Notice the date has been changed to "today's" date or the date the armed status was confirmed.

If a contractor were to no longer be armed, the KO/COR will unselect the checkbox and re-click the Confirmed button.

First   Previous   1   Next   Last

Helpdesk & Feedback

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CAAMS User Guide

END OF GUIDE

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For More Information or to Receive Training on CAAMS,
contact Raquel Davis via email at Raquel.Davis.ctr@dla.mil